

# BID APPROVAL NOTE

<b>Bid #</b>			
<b>Bid Name</b>			
<b>Department</b>		<b>Division</b>	
<b>Budget Code</b>			
<b>Source of Funding</b>	Operating	Capital	Multiyear Capital
<b>Purpose</b>			
<b>Results</b>	As attached		As noted below
	<b>Vendor Name</b>		<b>Bid Amount</b>
<b>Expected Value</b>	As above	Value shown is an estimate only for a    year period. The City does not guarantee to buy any specific quantities or dollar value.	
<b>Contract Duration</b>			
<b>Bid Exception</b>	None	Contract Award Without Open Call	Professional Services
<b>Recommendation</b>			
<b>Supply Chain Buyer</b>			
<b>Supply Chain Manager</b>			<b>Date</b>
<b>Deputy City Manager*</b>			<b>Date</b>

\*Only required for a bid exception (contract award without open call or professional services).

